

Maricopa County Policies and Procedures	Subject: Vehicle Operator Training and Testing	Number: A2309 Issue Date: 11/91
Approved: Roy Pederson	Initiating Department: Equipment Services	

A. Purpose

To provide for a vehicle operator training and testing program.

B. Policy

The Transportation Department will conduct and monitor an Operator Training and Testing Program for all operators of County-owned vehicles, 1 ton class and up (4,000 Series) and off-highway special purpose equipment.

All vehicle operators, regardless of size and type of equipment operated, must have a "Maricopa County Vehicle Use Permit" issued by the Transportation Department.

All vehicle and equipment operators employed by Maricopa County (including new hires) must pass a qualifying operator's test consisting of but not limited to a(n):

- written examination
- oral interview
- driver or operator training program administered by the Highway Department Training Officer

C. Authority and Responsibility

The Transportation Department Training Officer, as the representative of the Director of the Transportation Department, has the authority to remove or revoke the Maricopa County Vehicle Use Permit from any County employee for just or sufficient cause.

The Transportation Department Training Officer should provide continuous follow-up to minimize equipment abuse and provide for continued driver-operator capability and proficiency.

It is the responsibility of the Transportation Department Training Officer to immediately notify an employee's supervisor of any actions taken and the reasons for them.

Elected officials and department directors have the responsibility to ensure that proper licensing of all operators for each class of equipment is current.

D. Procedures

1. The Transportation Department Training Officer will ensure that all employees are qualified and capable of operating the vehicles for which they are licensed in a safe and effective manner.
2. If an employee is found to be deficient in operator skills, the employee will not be allowed to operate that particular type of County equipment until the matter is resolved through additional operator training or administrative recourse.
3. The Highway Department Training Officer will also provide for an Operator's Handbook applicable to specialized pieces of equipment. These handbooks will be made available to all employees operating applicable equipment and will include:
 - the operator's daily responsibilities.

- the preventive maintenance schedule.
- the safe and efficient operation of the vehicle.
- the detecting and reporting of mechanical defects and/or faulty operations.
- the proper procedures for reporting accidents.
- the required use of the handbook.